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14 September 1983

CIA TRAFFIC ADVISORY COMMITTEE

PURPOSE: The CIA Traffic Advisory Committee has been created to address concerns of the McLean Community, the State of Virginia, Fairfax County, the U.S. Park Service, and the CIA regarding the traffic analyses and subsequent offsite traffic engineering associated with the expansion of the CIA Headquarters.

MEMBERSHIP: As the responsible and accountable agent for the project, the Deputy Director for Administration, CIA, will designate the Chairperson. Membership will consist of a designated representative to speak for the:

1. McLean Citizens Association
2. Ad Hoc Committee for Traffic to/from CIA
3. Virginia Department of Highways and Transportation
4. George Washington Parkway, U.S. Park Service
5. National Capital Planning Commission
6. Fairfax County
7. Central Intelligence Agency

PROCEDURES:

1. Meetings will be scheduled at major milestones during the study and design of road improvements. Exceptional meetings may be called at the request of any member with the agreement of the Chairperson.

2. The Chairperson will be responsible for establishing meeting schedules and locations.

3. The Chairperson will be responsible for disseminating meeting agendas and pertinent background information to Committee members no less than five working days preceding the scheduled meetings.

4. The CIA will provide a recording secretary and assume responsibility for preparation and dissemination of meeting minutes. These minutes will contain summary statements regarding issues discussed, positions taken, and recommended actions.

5. It is the responsibility of Committee members to reflect the official positions of their sponsoring organizations. It is expected that members will prepare positions on agenda items prior to scheduled meetings.

RESPONSIBILITIES: The Committee will have no directive authorities as applied to design or construction of roads or CIA facilities. The responsibilities are solely advisory in nature to ensure that concerns relative to traffic flow and road modifications are brought to the attention of the appropriate organization for consideration in design and construction.

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